

OFFICE OF THE GENERAL COUNSEL
DIVISION OF OPERATIONS-MANAGEMENT

MEMORANDUM OM 96-9

February 7, 1996

TO : All Regional Directors, Officers-in-Charge,
and Resident Officers

FROM : B. Allan Benson, Acting Associate General Counsel

SUBJECT: Leased Telephone Lines

In view of our FY 1996 budgetary situation, we are continuing to review all Agency expenses to identify potential cost savings. The cost of leased telephone lines appears to be an expense item that may lend itself to further reduction. Specifically, savings may be generated by the disconnection of leased telephone lines which are not currently being utilized. There are approximately 200 vacancies in the Agency at this time. Each vacancy will generally have assigned to it a leased telephone line. The disconnection of these lines even on a temporary basis will result in cost savings this fiscal year.

While the cost of leased lines may vary, on average each leased telephone line costs the Agency approximately \$35.00 per month whether the phone is utilized or not. The cost to disconnect those lines is between \$12.00-\$15.00, depending on the location and the service provider. The cost to reconnect a phone line is approximately \$30 to \$35. Accordingly, the disconnection of all those unused lines for as little as 2 months can result in the savings to the Agency.

Therefore, to the extent that you have not already done so, please review the leased telephone line usage in your office to identify any lines which can be disconnected. Such lines would include those in vacant professional offices, vacant clerical work areas and specialty areas such as, among others, conference and file rooms. Please provide a copy of this memorandum to your NLRBU local. Please also provide notice of the telephone lines to be disconnected to the local. Issues related to the disconnection of leased telephone lines, if any, may be addressed through the local partnership or local bargaining.

If you identify lines that can be disconnected, please prepare and submit a Telephone Service Request (SF-145B) to disconnect those lines to your local GSA field office. It takes approximately 1 week to disconnect the lines after the request has been submitted. To maximize our potential savings, please submit completed Work orders to your local GSA field office no later than February 15, 1996, so that the termination of the service will be effective March 1, 1996, and an additional monthly charge can be avoided. Please also notify Lee Brown, Procurement and Facilities Branch, of the number of telephone lines disconnected.

Should you have any questions regarding this matter, contact Lee Brown at (202) 273-1950.

B. A. B.

cc: NLRBU

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